

Bretton Parish Council
Minutes of the Meeting of the Parish Council (Min18-04) held on the 25th September 2018 at 7.30 p.m. at the Pyramid Community Centre, Bretton.

Present:

Councillors: L Aldridge, J Bhatti, M Clements, D Defraigne, P Gatward, J Johnson, C Lee, (presiding), C Rudd, M A Stanton and S Warren

Others: B M Champness (Clerk) Debbie Holmes (Assistant Clerk)

Not Present

Open Forum	
There was no open forum and the meeting was formally opened at 19.30	
60. Apologies for absence, acceptance of Apologies & noting of resignations received.	
60.1	Apologies were received from A Ellis (personal) S Martin (meeting elsewhere) J Hayes (ill health) J Merrill (ill health)
60.2	Resolved: Apologies as listed above were accepted with the exception of the apologies from S Martin
61. Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item	
61.1	There were no declarations of interest.
62. Minutes of the Meeting of the Parish Council held on the 24th July 2018 (18-03)	
62.1	Resolved: That the minutes of the Meeting of the Parish Council held on the 24 th July 2018 be signed by the Chair as a correct record
63. Matters to report from those minutes– restricted to items not listed elsewhere in the agenda	
63.1	There were no matters to report
64. Reports from Committees and Representatives.	
64.1	To note the Finance Committee meeting held on the 4th September 2018 (Fin18-03) Cllr Clements went through the draft minutes. It was confirmed that Debbie Holmes has now started work as the Assistant Clerk and was welcomed by the Chair to the meeting.
64.2	To note the P&E Committee meeting held on the 11th September 2018 (P&E18-04) This meeting did not take place as it was not quorate
64.3	To note the Festival Committee meeting on the 12th September 2018 This meeting did not take place as it was not quorate
64.4	To receive a written report from any Councillor who has attended a meeting on behalf of the Parish Council. There was no written report,
64.5	To receive a report from any Working Party. There was no report to give.

65. To receive a report from the City Councillors	
65.1	<p>Cllr Warren said that this had been a busy month. And reported the following:</p> <ul style="list-style-type: none"> • The Silver Jubilee planning application is current held up by the developers refusing to sign the 106 agreement. There have been reports of people using the Silver Jubilee to sell and use illegal drugs, which are being investigated by the police and Peterborough City Council enforcement team. • The homelessness people living in the woods near Bretton Centre have been moved on and the City Council will be monitoring every 2 weeks. All the people have been offered accommodation but have so far refused the accommodation and help with their situation. • There has been parking wardens in Eyrescroft and a ticket has been issued. They have visited Middleton School and issued one ticket. Will get the wardens to Watergall and Sacred Heart as well. • Crofts Corner Vision event was a good success with a lot of good ideas to implement the plans. The event was attended by the leader of the city council. • Homeless person in Tollgate has also refused help. • Youths are hanging around the underpass near Bretton Centre verbally abusing people and police have been made aware and would like any eye witness accounts. • In Greenham people have reported smoking and drug dealing in a block of flats and there were bullets being found in the stairwell which has been reported to Axiom • The surface of the bridge by the hospital has been repaired and he will be chasing for the barriers to be moved for better access for mobility scooters. • The Pyramid Centre cctv is now watching the area more than in previous times as well as regular visits from police especially at night time. If there are any incidents, please feel free to report them to Cllr Warren. • Travellers on Bretton park moved on within two days and the travellers on the pathway have now moved on with a ten-day process held up at the courts. • Liaising with the Free Masons to get the minibus off the road during pick up times for Heltwate school. <p>The Clerk said that he had seen on Social Media a message that Cllr Warren had posted about looking for volunteers to become involved with Speed Watch He was asked if this was in his capacity as a resident, City Councillor or Parish Councillor. He explained it was as City Councillor. The Clerk explained that we had Speed Watch equipment and that it was a shame he had not brought this matter to our attention first and we could, as a council, discuss the possibility of reactivating this project.</p>
66. To Co-opt a Councillor for North and South Bretton	
66.1	<p>The Clerk pointed out that an application had been submitted but the person was not present. As a result, the application could not be considered and would be adjourned until next month.</p>
67. Appointment of the 2019 Festival Committee – 8 representatives required.	
67.1	<p>It was explained that we now needed to set up the committee for the 2019 Bretton Community festival. The following agreed to be on the committee. Cllrs Rudd, Aldridge, Stanton and Warren. Cllr Gatward said that he would attend the first meeting and decide if he had time to be involved. The Chair pointed out that this was one committee that we could have non-parish councillors on. It was suggested that Debbie Holmes be included, and this was agreed. The Clerk pointed out that he hoped that more than people would join the committee as it was a very busy committee to work in.</p>
68. Clerks Report and to note the present income and expenditure report	

67.1	<p>A report had been circulated but it appeared that the original could not be seen on line. After looking at the report the Clerk explained that he was not receiving e-mails from Peterborough City Council since GDPR came into force and assumed this was the reason. He did explain that someone from Peterborough City Council had been in touch asking why we were not using the dedicated e-mail address that they had given us. He had explained that as far as he was concerned we had our present e-mail address for 6-7 years now there was no reason to change now. It was agreed that this was the right approach and there was no reason why we should use their dedicated e-mail address.</p> <p>An e-mail from the Guides was pointed out as it appeared that after last week they forgot to put the shutter down and did not lock the front door. They had ben advised of this but they wrote back complaining that the place was still a mess and despite promises to get the place re-painted and cleaned up nothing had been done. It was agreed that this was not the fault of Cllr Hayes as he was hoping to get volunteers in and they would have done the work in July if it was possible. Sadly, this did not happen. The Clerk was asked to see if he could get Cllr Hayes to see if he can now get the work done with his volunteers.</p>
69. Planning: to consider the following applications received:	
69.1	<p>18/01490/HHFUL – proposed ground floor side and rear extension at 8 Gullymore, Bretton. Resolved: No comments.</p>
69.2	<p>18/01567/TRE for Oak- raise lower crown by 2m and remove all deadwood and reduce long laterals by up to 1.5m at Lloyds TSB Computer warehouse, Stirling Way. Resolved: No comment</p>
70. To consider an application for a grant from the St Johns Ambulance	
70.1	<p>The grant application had been circulated and was considered. A proposal was made and seconded which was amended which was also seconded. It was agreed that there would be a vote on the amended proposal and then a vote on the original proposal. Resolved: that we would give a grant totalling £1431 on the following conditions</p> <ul style="list-style-type: none"> • That the above sum included the hire fee for using the Community Centre as set out in Item 71 • That the people attending the residential first aid course be Bretton residents and • That they attend the 2019 Festival without charge subject to approval from Head Office. <p>The Clerk pointed out that this grant would be given under Sect 137.</p>
71. To consider a request from the St Johns Ambulance to use the Pyramid Community Centre to hold training sessions to use a defibrillator free of charge.	
71.1	<p>This was dealt with above</p>
72. To consider an application for a grant from the South Bretton Bowls Club	
72.1	<p>The grant application was considered, and it was Resolved that we would give a grant of £1000.00. This would be under Sec 31 of the Local Government and Rating Act 1997.</p>
73. To consider a grant application from the Sunday Lunch Club	
73.1	<p>This application was considered, and it was resolved that we would pay a grant of £300 which represented hire charges of the community centre for 3 months. It was hoped that within that time the group would be self-funding and they would have enough funds to thereafter pay rent.</p>
74. To reconsider the Social Media Policy and its implications to Parish Councillors and the Parish Council.	

74.1	<p>The Clerk explained that he had put this matter on the agenda as he was concerned that the Social Media policy was not being observed and in so doing the Code of Conduct was not being adhered to. He explained that he had seen Parish Councillors on Facebook openly claiming that others are not proactive within the local community and on one occasion seen a Parish Councillor engage with a fellow Councillor with hostility. It is also policy that Councillors are not allowed to use their position to influence outside agencies. Therefore, all Councillors must consider whether they are acting as residents or Councillors and this should be made clear in their communications. A note regarding the Policy and Code of Conduct was circulated.</p> <p>The Clerk also explained that he had seen a letter sent by a Councillor to Peterborough City Council advising them that they were a Parish Councillor and they had been advised to do this. It was pointed out that this was in complete breach of the rules and one could not write saying you are a Parish Councillor unless you had specific authority from the Parish Council to do so. All correspondence must go through the Clerk and not through Councillors.</p> <p>Cllr Bhatti felt that the wording in the Policy should be tightened up and made clearer. This was his job at the NHS and it was agreed that he would amend the policy to make matters clearer. It was agreed as well that the revised policy would come back before the meeting next month for each Councillor to sign and to confirm that they have read the policy and would abide by it.</p>
75. To receive an update on the Pyramid Community Centre:	
75.1	<p>The Clerk explained that there were only a few matters to report which were:</p> <ol style="list-style-type: none"> 1. The side doors had now been replaced by Peterborough City Council 2. The lights were now working in the Centre 3. The Clerk was sure that all the work as promised by Peterborough City Council to be done has been done but he would check the spreadsheet. 4. The Clerk had prepared an inventory of the furniture in the Centre and had hoped that a price could be obtained from the owner of Hereward Stationers & Printers, but this was not forthcoming. After speaking with the Insurance Company, the furniture was insured in the sum of £35000 and he wanted to know if this was considered sufficient. It was agreed that Finance could deal with this at the meeting on the 2nd October. The cooker was insured as a separate item and was not included in the above figure. 5. There was a problem about users wanting storage space and they had been told that we would not cover their goods under our insurance policy and they had to have this covered by their own policy. It seemed that some considered that as they were paying rent they should have storage included in the price. This was not so. Cllr Defraime was asked if she could empty her cupboard as this was required. She said that it had been but there was some confusion as to who was going to use it. This was left to the Clerk to resolve.
76. To discuss if any Councillor wishes to attend the Bretton Woods Management \Plan meeting on Thursday 27th September from 2 – 4 p.m.	
76.1	<p>As Cllr Warren was going to be close to where the meeting would take place and he was happy to attend but wanted to know in what capacity. He was told it was as a representative of Bretton Parish Council.</p>
Cllr Bhatti left the meeting at 21.06	
77. To discuss ways to work with Peterborough City Council when Travellers park illegally in Breton (Cllr Gatward)	

	77.1	Cllr Gatward had asked for this matter to be placed on the agenda as he had met with the Travellers who had parked illegally by Smiths Motors. They were amicable and polite. They were asked why they came to Bretton and he was told that they are moved on from where they park, and Bretton was on the route for places to stay. It appeared they had been in Bretton on 12 occasions this year. He was convinced that the cost to Peterborough City Council moving the Travellers on was high, but he wondered if it would be cheaper if a site or sites were found for them to stay on. He suggested a Freedom of Information request being made to Peterborough City Council to find out how much money was actually spent each year on this matter. In the meantime, he suggested that maybe Peterborough City Council could supply waste bins for them to use rather than their litter being thrown into bushes. He was also wondering if porta loos could also be provided. It was felt that P&E should deal with this matter and it was agreed that this would happen.
78. To discuss the problem of street lighting in Bretton Way and to ascertain why they are not working and the time frame for them to be fixed. (Cllr Gatward)		
	78.1	Cllr Gatward had asked for this to be placed on the agenda as clearly the time frame given for the lights to be fixed was advertised in the Gazette and despite promises that the work would be done by April and July it was clear that this had not happened. The Clerk explained that he had already written to Darren Deadman to ask for an explanation but unfortunately he had not replied or acknowledged the e-mail. The Clerk would chase him and remind him that lights were not working on the roundabouts and where new lights have been installed, separate lighting should be placed in the bus shelters as they were difficult to see and always in the dark. This matter would also be referred back to P&E to deal with.
79. To discuss the Bulky Waste collection and whether we should change one of the drop off points at the Scout Hut and for this to be located elsewhere and whether we can save money by using another contractor (Cllr Gatward)		
	79.1	Cllr Gatward said that he had asked for this matter to be placed on the agenda as there were two matters: The first was in relation to the collection point being at the Scout Hut. This was rather out of the way and with the new houses being built it would make getting to that point very difficult. He was wondering if there was another point for collection in say Benland. The other matter was the cost of hiring the freighter. He had been speaking to someone at Mike George who would be prepared to give a quote for the collection and if they were cheaper we could extend the collection dates to either every week or every fortnight without increasing our budget. It was agreed that both matters would be put to P&E to deal with. Cllr Gatward would send details of his contact at Mick George to the Clerk who could make direct contact with them for a quote.

<p>80. To confirm Expenditure</p>	<p>[£250.56 – Litter Picker (salary 31/08/18)] [£465.48 – Litter Picker (salary 31/08/18)] £11.44 – The Peoples Pension (pension contributions) [£468.90 – Bourne Computer Store (new desk top computer and Monitor)] £881.52 – Enterprise Managed Services Ltd (Freighter for North Bretton) £203.10 – Enterprise Managed Services Ltd (inspection of gym equipment) [£243.04 - Litter Picker (salary 14/09/18)] [£381.44 - Litter Picker (salary 14/09/18)] £7.11 – The Peoples Pension (Pension contributions) [£68.25 – Cleaner (salary for cleaning Units 2 & 3)] £2209.63 - B M Champness (salary) £1230.74 – Cambridge County Council (pension contributions) £2507.04 – Salary £126.30 -The Peoples Pension (pension contributions) £1800.00 – Perlow Estates Ltd (rent for 3rd Qtr) Expenditure for Pyramid Community Centre £36.00 – BusinessWatch (security cover at function) £354.00 – MI Windows Ltd (replace window in kitchen and replace two door locks) £170.71 – SSE (gas) £274.61 – SSS (Electricity) £408.00 – Peterborough City Council (Rates for October) £178.50 – Cleaner (salary) []denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed Payments made by Government Preferment Card – £11.28 – Microsoft (One Drive) Payments made by Direct Debit - £12.36 – BT (mobile charges) - £132.96 – BES (electricity charges) £112.32- BT (telephone charges at Office) £102.36– Direct365 (waste collection charges)</p>
<p>80.1</p>	<p>Resolved: That the above payments be made. The Clerk explained that he was trying very hard not to show what employees earned as this was a private matter although he was not particularly concerned about his salary being made public. It was agreed that in future all the wages paid out would be added together and shown on the agenda as salaries. He would continue to complete separate vouchers for each person and to show the salaries separately in the accounts.</p>
<p>81. Any Other Business – Reminder by Law – information exchange only no decisions can be made</p>	
<p>81.1</p>	<p>Cllr Warren said that he recently attended an HR seminar and he was advised that we should have in place a drink and drugs policy. He was asked to provide as much information he could to the Clerk so this, if necessary, could be implemented.</p>
<p>81.2</p>	<p>Cllr Defriane said that she had spoken to the Clerk about the signs showing where houses were in any street. Unfortunately, nothing had been done and there was a recent incident where the emergency services could not find a house as the sign was missing. The Clerk explained that this matter had been on the P&E agenda for the last 2-3 years if not longer and we were now going to pursue the matter but the meeting this month did not take place. She was asked if it was the small coloured signs on the side of house or the large signs at the end of the street like a normal sized street sign It was the latter. Cllr Defraime was advised that we were not dealing with that aspect and she would have to get in touch with Peterborough City Council for this to be dealt with.</p>
<p>81.3</p>	<p>There being no further business the meeting was formally closed at 21.31</p>

82.	The date of the next meeting – to be held on Tuesday 23rd October 2018 at 7.30 p.m. at Unit 3, Pyramid Shopping Centre, Bretton, Peterborough.

DRAFT